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OPR: 30SCS/SCBP (Mrs. K. L. Dean)
Supersedes AFI33-360V1_30WSUP1,
30 June 2001

Certified by: 30SCS/SCBH (SMSgt T. Williams)
Pages: 6
Distribution: F

The OPR for this supplement is 30SCS/SCBP. This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360V1 dated 30 January 2004, Air Force Content Management Program – Publications (formerly Publishing Management Program), and the Air Force Space Command (AFSPC) supplement to AFI33-360V1_AFSPCSUP1, and establishes local publications requirements. This supplement references AFI33-360V2_AFSPCSUP1, Content Management Program – Information Management Tool (CMP-IMT) (formerly Forms Management Program). The AFI is published word-for-word without editorial review. 30th Space Wing (30SW) supplement material is indicated in bold face. The Air Force Content Management Program is in a state of evolution. As we move forward, there may be new requirements levied on the Content Management Program Managers which is above and beyond the scope of current levels of operation. Action must be taken at all levels to embrace these changes and taskings to allow the program to evolve. Send proposed/recommended changes to this supplement to 30SCS/SCBP, 105 13th Street, Room B-27, Vandenberg AFB CA 93437-5129. This supplement does not apply to Air Force Reserve Command nor Air National Guard units. Public Law 104-13, Paperwork Reduction Act of 1995, affect this publication. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, Management of Records, and Air Force WebRIMS Records Disposition Schedule located at <https://webrims.amc.af.mil/rds/index.cfm>.

SUMMARY OF REVISIONS

Corrections to addresses and office symbols have been made. The term form has been changed to IMT. E-mail addresses and URLs have been updated. Clarification of certification levels have been added. Clarification of OPR responsibilities for Privacy Act and Paperwork Reduction Act have been added. A bar (|) indicates a revision from the previous edition.

1.5.2. The Publishing Management Office approves/reviews requests for Special Publication Systems.

1.7.1. Publishing Management Office. The Publishing Management Office is the only agency authorized to process and release official publications created by the 14th Air Force and the 30th Space Wing agencies, organizations, and units. This agency also manages the official web site at <http://vepdl.vandenberg.af.mil> for 14AF and 30SW electronic publications and IMTs. The Publishing Management Office maintains a backup system of 14AF and 30SW publications and IMTs.

1.9. **Approving Officials.** Approval authority is delegated to staff agency chiefs, chiefs of special staff offices (two-letter), commanders, vice commanders, group commanders, and deputy commanders (O-5 or higher). These personnel are the only persons authorized to approve and/or rescind 14AF and 30SW publications. This authority cannot be delegated. AF IMT 1382, Request For Review Of Publications And/Or Forms, is used to rescind publications or forms/IMT's.

1.10.1.1. For new, first issue, 30SW and 14AF publications, the two-letter approving official must approve them the first time published. This authority may not be delegated. If the deputy director is acting in the capacity of the director during his/her absence, the deputy director may sign as the approving authority as "Acting Director, ...".

1.10.1.2. Approving authority (2-letter) may be delegated, in writing, to the Directorate Deputy for revisions of existing 30SW and 14AF publications. Submit delegation by e-mail or memorandum to 30SCS/SCBP, 105 13th Street, Room B-27, Vandenberg AFB CA 93437-5129. Minimum mandatory coordination for 30SW or 14AF publications may not be delegated.

1.11. **Certifying Officials.** The certifying official may be the OPR or may be the approving official, but not both. It is the responsibility of the certifying official to make sure publications are not less restrictive than the basic publication.

1.13.1. 30SCS/SCBP.

1.13.10. OPR's must contact the Publishing Manager, 30SCS/SCBP, for coordination requirements.

1.13.13. Office of Primary Responsibility. Transfer of responsibilities will be approved by the 30SW Vice Commander. Send a copy of the approval to 30SCS/SCBP.

1.13.14. Official record sets of all standard publications are maintained by Publishing Management at 30SCS/SCBP, 105 13th Street, Room B-27, Vandenberg AFB CA 93437-5129.

1.15.2. Units at Vandenberg AFB who utilize the services of the Publishing Management office will implement policies and procedures in this volume.

1.15.16. (Added) The Publishing Manager maintains a local source for local publications to be used as a backup to the Air Force e-Publishing website on CD-Rom in the form of the Air Force Electronic Publications (AFEPL). Contact 30SCS/SCBP to use the CD-Rom.

2.2.4.1.1. (Added) Checklists coordinated on AF Form 673 (AFSPC Overprint) **Request to Issue Publication** are published through the Publishing Management office following normal coordination and processing requirements. Uncoordinated checklists or Self Inspection Guides (SIG)s are processed through the 30SW/IG. Uncoordinated checklists are not indexed in the 30SWIND2 or the 14AFIND2.

2.2.8. Operating Instructions (OIs). Operating Instructions may be formatted similar to Space Wing Instructions (SWI)s. Refer to AFI33-360V1, Para. 2.2.8.2. Units will prepare 30SW supplements to Air Force Instructions or AFSPC Instructions, when possible. If an AFI or AFSPCI does not exist, or a 30SWI is not appropriate, units will prepare an OI. Group, Flight, Detachment, Squadron and smaller organiza-

tion OIs, which are not official publications of the 14th Air Force or 30th Space Wing, are not processed through the publishing management office.

2.3.8. Visual Aids for the 30SW or 14AF do not require a prescribing publication, but all coordination requirements on AF Form 673 (AFSPC Overprint) in **para. 3.13.** and **para. 3.17.** apply.

2.3.9.1. Base Bulletin. The Base Bulletin is published electronically each Wednesday, except holidays and can be downloaded from the Vandenberg Electronic Publishing Distribution Library, at <http://vepdl.vandenberg.af.mil/bulletin/bltn.htm>.

2.3.9.1.1. (Added) Submit items by hand, fax (DSN 276-6614) or e-mail (<mailto:publishing.vafb@vandenberg.af.mil>), to reach the Publishing Management Office (30SCS/SCBP), Bldg 6525, 105 13th Street, Room B-27, Vandenberg AFB CA 93437-5129, by 1200 on Monday (by Friday if a holiday occurs on Monday or Tuesday), to meet the Wednesday publishing date. Late submissions will be printed in the next issue if the information is still current.

2.3.9.1.1.1. (Added) Items to be published must include the following information:

2.3.9.1.1.1.1. (Added) Name of the person submitting the item.

2.3.9.1.1.1.2. (Added) Duty Phone of the Point of Contact (POC).

2.3.9.1.1.1.3. (Added) Office Symbol of the POC.

2.3.9.1.1.1.4. (Added) Status of the item; official, or unofficial.

2.3.9.1.1.1.5. (Added) Dates the announcement or advertisement is to be published.

2.3.9.1.1.1.6. (Added) Text of the announcement or advertisement.

2.3.9.1.2. (Added) Official items have priority over all others. Please be brief. Publishing Management reserves the right to edit lengthy items. Personal property may be advertised for sale or wanted, but is limited to two lines. Do not use official telephone numbers for personal items. A personal telephone number must be used.

2.3.9.1.3. (Added) The Family Housing Office (30CES/CEH), Bldg 13001, 1172 Iceland Ave., Vandenberg AFB CA 93437-6011, must approve advertisements for the sale or lease of houses, mobile homes, or apartments. Submit proposed advertisement to 30CES/CEH electronically to request approval and forwarding to 30SCS/SCBP.

2.3.9.1.4. (Added) A request to publish fund raisers in the base bulletin must be accompanied by a 30SW IMT 400, **Request to Use Base Facilities/Transportation**, indicating the Deputy Commander, 30th Support Group, or designee has approved the intended event per 30SWI90-101, **Commercial Solicitation, On Base Private Businesses, and the Use of Base Facilities and Transportation**.

2.3.9.1.5. (Added) Official and unofficial items will be run as long as requested and current. Personal items will be published for two weeks.

2.3.9.1.6. (Added) Record copies and background materials for all bulletins are maintained by 30SCS/SCBP per AFMAN37-139, **Records Disposition Schedule** (to become AFMAN 33-322 V4).

3.2. **Issuing New Policy.** Refer to AFI33-360V1_AFSPCSUP1 paragraph 3.2. for instructions on issuing policy memorandum or messages. The Publishing Management office must be included as an information addressee. Send policy letters as a scanned file in electronic format to Publishing Management, 30SCS/

SCBP, Bldg 6525, Room B-27, 105 13th Street, Vandenberg AFB CA 93437-5129. Policy letters with proper format and content will be posted to the SVEPDL (secure VEPDL).

3.4.7.4. OPR will coordinate with the information management control officer, 30SCS/SCBS.

3.8. Applicability of Major Command Publications to Air Force Reserve Command (AFRC) Units. Refer to AFI33-360V1_AFSPCSUP1 paragraph 3.8.1. for guidance on coordination with Air Force Reserve (AFR). It is the responsibility of the OPR to coordinate with all affected organizations.

3.9. Applicability of Air Force and MAJCOM Publications to the Air National Guard (ANG) : Refer to AFI33-360V1_AFSPCSUP1 paragraph 3.9.1 for guidance on coordination with Air National Guard (ANG). It is the responsibility of the OPR to coordinate with all affected organizations.

3.11. Selecting a Series Number. OPRs will contact the publishing manager for assignment of publication numbers for new publications. OPRs will provide information as to which Air Force Publishing Directive (AFPD) is being implemented by the new publication.

3.13. Completing the AF Form 673. Send the original AF Form 673 (AFSPC Overprint), **Request to Issue Publication** and all original documentation used in the coordination process to 30SCS/SCBP. Original signatures are preferred, however electronic and facsimile versions of AF Form 673 including all accompanying comments are acceptable, with the exception of the required offices listed in AFI33-360V1_AFSPCSUP1 **paragraph 3.13.1. (Added)** which must be original signatures. Attach the draft publication (both in print, on disk, or via e-mail), and all comments and recommended changes completed during the coordination process. The OPR must resolve problems or differences before submitting the final draft to the Publications Office. If differences are minor, the OPR may resolve them without reCOORDINATING. The OPR will annotate the original correspondence to show how differences were resolved, name of individuals agreeing to the solution, and the date. If the subject matter warrants higher headquarters coordination, the OPR must coordinate with the appropriate office before submitting the manuscript to 30SCS/SCBP.

3.13.1. (Added) Certifying Releasability of Publications. The OPR must conduct a releasability certification for each publication they want disseminated through an official publishing dissemination medium (e.g., official web repository, CD-ROM, AF Publishing Distribution Center (AFDPC), or any future dissemination medium). Publications that are disseminated by the OPR (Stocked and Issued) do not require a releasability certification. The releasability certification will be documented on the AF Form 673 (AFSPC Overprint) and must include:

3.13.1.1. (Added) Level of releasability (public access or restricted access)

3.13.1.2. (Added) Statement of the restriction, if applicable, and justification for limited release.

3.13.1.3. (Added) Mandatory coordination consists of the following:

3.13.1.3.1. (Added) Foreign Disclosure Office, 30SW/CCH.

3.13.1.3.2. (Added) Privacy Act (PA) Office, 30SCS/SCX.

3.13.1.3.3. (Added) Freedom of Information Act Office (FOIA), 30SCS/SCX.

3.13.1.3.4. (Added) Operations Security (OPSEC) Manager, 30SW/CCH.

3.13.1.3.5. (Added) Public Affairs Office, 30SW/PA.

3.13.1.4. (Added) Certifying signature of the organizational content approval authority must be O-5 or above.

3.17. **Coordinating with Interested Staff Offices.** OPRs must contact the supporting publications management office before beginning to develop publications. Publications offices provide direction to initiate planning, research, and facilitate development in an electronic publishing environment. Refer to the OPR Help Pages on the VEPDL for current publishing information at

<http://svepdl.vandenberg.af.mil/opr-help.pdf>. In addition to offices required to coordinate per AFI33-360V1_AFSPCSUP1, all publications must be coordinated with the Base Records Manager, 30SCS/SCBR 105 13th Street, Room B-33, Vandenberg AFB CA 93437-5129. The last two agencies to coordinate on all 14AF and 30SW publications are the Staff Judge Advocate (14AF/JA or 30SW/JA) (Bldg. 10577) 747 Nebraska Ave, Vandenberg AFB CA 93437-6265; and the Vice Commander (14AF/CV or 30SW/CV), (Bldg 10577), 747 Nebraska Ave, Vandenberg AFB CA 93437-6261, respectively. To maintain consistency in the coordination process, OPRs may request a copy of the previous AF Form 673. It is the responsibility of the OPR to include correct Privacy Act (PA) and Paperwork Reduction Act statements, and to secure coordination by the proper authority.

3.17.2. (Added) When supplementing a higher headquarters publication, it is required that the OPR coordinate with that higher headquarters office unless advised otherwise.

3.19.1.2. (Added) Publishing is not authorized to publish any proposed document until all comments received during coordination have been resolved. Critical comments and non-concurrences must be “resolved,” in writing, before publishing actions may occur. All correspondence relating to coordination will be submitted to 30SCS/SCBP as part of the complete record set. It is the responsibility of the OPR to resolve all comments before the final draft is submitted to Publishing Management. Refer to AFI33-360Vol1_AFSPCSUP1, Paragraph **3.19.1.2. (Added)** for further information.

3.20. **Effective and Expiration Dates.** The OPR will contact the publishing manager to determine an appropriate advance date for the publication.

3.24. **Prescribing and/or Adopting IMTs.** All publications prescribing IMTs (forms) will have an approved DD Form 67, **Form Processing Action Request** (AFSPC Overprint), signed by the approving authority per paragraph **3.13.** and paragraph 3.17.1. Prescribed and adopted IMTs will be identified in the final paragraph of the publication.

3.39.1. (Added) Tables or tabular data cannot contain graphic images. All text in a table must be true text; e.g., searchable by search engine queries.

3.39.2. (Added) Each table or figure must be numbered and labeled with a title identifying the content. Each item is numbered in order of appearance in the publication. See AFI33-360V1, Chapter 3, Figure 3.5. Elements of a Publication, or Table 3.1. Coordinating a Publication—Functional Rules.

3.39.3. (Added) Tables must be oriented on the page in portrait mode, landscape tables are not accepted.

3.40. **Graphics and Artwork for Publications.** Please refer to <http://www.e-publishing.af.mil/policy.asp>, USAF Graphics Standards for Official Publications and Forms, or to Air Force Publishing Management Program - Publishing Standards and Formats at the Air Force Publishing web site, <http://www.e-publishing.af.mil/policy.asp> for specific information on graphics and format.

3.40.1. (Added) Submit each graphic in the publication in a separate file even though each graphic is embedded and properly identified in the publication. For example, if the publication has 10 graphics, you will have 10 separate graphics files. Therefore, the file you release for publishing will contain 11 files—the publication with the 10 embedded graphics as well as the 10 separate graphics files.

3.45.5. Holdover supplements. Holdover supplements that are not revised within 120 days after reissue of the basic publication will automatically be rescinded by 30SCS/SCBP and deleted from the index.

3.45.5.1. It is the responsibility of the OPR to be current with the status of the supplemented publication and to notify Publishing Management of the need to display the word “*HOLDOVER*” on the document.

3.49.1. Recission of Publications or IMTs (forms) will be accomplished on AF IMT 1382 and signed by an O-5 or higher. If a publication prescribes forms, the forms will be rescinded unless prescribed by another document and coordinated on AF Form 673 (AFSPC Overprint). The receiving document must be revised to incorporate the forms prescribed.

3.64.1. (Added) OPRs will notify publishing management of change in staff, change of OPR.

3.66. **Initiating Review of Publications.** Publishing Management issues AF IMT 1382 quarterly preceding the two-year anniversary date of each publication. It is the responsibility of the OPR to review the document and complete and return the IMT by the suspense date.

5.4.1. (Added) The electronic draft publication must be saved in Microsoft® Word for Windows™, Ver. 6.0, Times New Roman, font size 12, aligned left.

7.3. **Availability of Publications.** Publishing Management maintains CD Rom copies of the AFEPL and the AFSPCEPL, in addition to electronic media of local publications and forms, for use in instances of network failure.

7.16.3.1. IMTs or Forms Adopted. AF Forms 399, **Request for Action of Implementation of Higher Headquarters Publication**, 673, **Request to Issue Publication**, and 1382, **Request for Review of Publication and/or Forms**. AFSPC Form 24, **Document Review Comments**. 30SW Form 400, **Request to Use Base Facilities/ Transportation**.

7.16.3.2. IMTs or Forms Prescribed. None.

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